

DD/A Registry

79-3889

21 DEC 1979

MEMORANDUM FOR: Executive Committee Members

FROM :

Secretary, Executive Committee

SUBJECT : Minutes of Executive Committee Meeting,
18 December 1979

1. The Executive Committee met on 18 December 1979 to complete its deliberations on the NAPA Project Group recommendations. (The DCI chaired the meeting; the DDCI and Messrs. McMahon, Wortman, Clarke, Lipton, and Ware attended; Mr. Taylor represented Mr. Dirks; and Messrs. Silver, Fitzwater, and Hineman participated as observers.)

2. Sections K and L. The Committee approved of Recommendations A and B in Section K, "Movement into Professional Ranks." Regarding Section L, "Occupational Career Systems," the Committee approved of Recommendation A to postpone a decision on personnel management of ADP employees until the information handling study is completed in 1980. Recommendations B and C will be addressed in the context of studies to be conducted by the Director of Personnel on the vacancy notice system and on the possibilities of consolidating some skill groups under fewer panels.

3. Section R. During its discussion of labeling positions, the Committee noted some categories were required for administrative purposes and acknowledged that the term "nonprofessional" was offensive to the secretarial/clerical work force. The DDCI asked Messrs. Clarke and Ware to look into possible alternative titles. Recommendation A was tabled pending their findings. Recommendation B that OTR address this issue in selected courses was approved.

4. Sections S and T. The Committee agreed that the recommendations in Section S on "Flow-Through Policy" were adequately addressed in the 13 November 1979 Notes from the Director on "Reasonable Career Opportunity." These Notes also fulfilled Recommendation A in Section T on "Personnel Reductions." The Committee agreed that Recommendation B in the latter section should be revised to indicate that Agency personnel reduction policy should be reflected in an Agency-wide handbook.

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5. Sections U and V. Current practices and policies regarding identifying and counseling employees considered to be in the "low three percent" were discussed. The distinction between those falling in the low three percent statistically versus those in that category because of poor performance was stressed. Recommendations A and B were disapproved. The Committee agreed that the existing regulation on this topic should be conformed to as an Agency-wide policy. In place of Recommendations A and B in Section V on "noncompetitive transfers" Mr. Carlucci requested the Director of Personnel to determine if Agency employees had the same Civil Service rights as members of the Foreign Service. If they do not, he agreed to pursue the matter with the Director of the Office of Personnel Management.

6. Section W. The DCI highlighted his concept of the Agency's obligation to employees during their three-year probationary period, the subsequent period until they become eligible for retirement, and the period during which they are eligible for retirement. The potential advantages and disadvantages of issuing such a statement were discussed. Mr. Silver emphasized three disadvantages from a legal standpoint: potential vulnerability to age discrimination suits, possible loss of the DCI's statutory authority to dismiss employees, and possibly providing employees the "standing to sue" for tenure rights. The Committee agreed to ask the DCI MAG to consider the dilemmas presented by this issue: How can the Agency issue a statement on its obligations to employees that will improve employee morale, retain the DCI's authority to dismiss employees when appropriate, and not make the Agency vulnerable to law suits.

7. Section X. Recommendations A and B were approved with the provision that the Director of Personnel and the career service heads, in consultation with the Director of EEO, should develop an evaluation design. The Committee agreed that the Director of Personnel will be responsible for Agency-wide personnel management evaluation. The heads of the career services will evaluate their own systems--within the context of a revised APP as much as possible--and report to the DDCI through the Director of Personnel.

8. Noting that he had to leave, the DCI said the Committee would reconvene in closed session on 21 December to discuss key assignments for 1980-81 and other personnel concerns that were not surfaced in the NAPA report.

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9. Sections Y and Z. The recommendation in Section Y to assess personnel costs was disapproved. The recommendations in Section Z on "Personal Rank Assignments" precipitated a lengthy discussion on the difficulties in promoting employees because of ceiling and headroom concerns. The DDCI requested Messrs. Clarke and Wortman to review the headroom and PRA situations in their directorates. Recommendation A that the present PRA concept be returned was approved. Recommendation B was revised to read that the Director of Personnel will include Agency PRA policy in its forthcoming Agency-wide personnel handbook.

10. Section AA. The Committee discussed the dilemmas involved in placing employees returning from LWOP to accompany spouses overseas as well as those displaced through reorganization or other circumstances beyond their control. The Director said that he hoped our personnel planning system would evolve in such a way that these cases could be minimized. The Committee deferred action on the recommendations in this section pending completion of the DDA task force paper on this subject.

11. The DDCI noted that several important Executive Committee agenda topics had been tabled to complete the NAPA recommendations and would be considered in January. He advised that the Executive Committee Staff had completed a proposal on Agency planning that would be circulated to the directorate planning staffs for comment and discussed by the Committee in February or March. The DDCI adjourned the meeting.

cc: Ch/E Career Service
D/Personnel

